

ACADEMIC SERVICES NEWSLETTER  
(From the Dean of Academic Services)

October 8, 1990

Vol. 1, No. 1

PURPOSE  
OF THE  
ACADEMIC SERVICES NEWSLETTER  
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It has come to my attention in the past few days that communication between the administration and the faculty is not as effective as we all would like it to be. It is my responsibility as Dean of Academic Services to ensure that each member of the faculty who reports to me is as fully informed as possible about the activities and operations of the college.

I am taking a number of steps to try to accomplish this goal and to increase the flow of information to members of the faculty from the Office of the Dean of Academic Services and from the Administrative Staff of the President where I serve as a representative of the Academic Instructional Division.

One of the steps that I am taking is the publication of this newsletter. I do not have a fancy name for it yet. If you think of one, let me know. I also do not have a set publication schedule. Initially I will try to publish it weekly.

I hope that it will be helpful. Also, I hope that you will not mind it being written in first person.



MEETINGS  
OF THE  
DIVISION CHAIRS  
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I will meet with the Division Chairs and program directors of the Academic Instructional Division once each month. The schedule of monthly meetings of the Division Chairs is listed below. If you have matters to be brought before this group, contact one of the Chairs prior to one of the monthly meetings.

Each of these meetings will begin at 1:00 p.m. and is scheduled to last no

The meetings will take place in portable classroom #1 on the Skyland Campus. Any faculty member who wishes to attend any meeting of the Division Chairs is welcome.

See Division Chairs, p. 2

SCHEDULE OF  
ACADEMIC INSTRUCTIONAL DIVISION  
FACULTY MEETINGS  
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I am establishing a regular schedule of general meetings of the faculty of the Academic Instructional Division. That schedule is listed below. Each of these meetings will begin at 1:30 p.m. and will be scheduled to last longer than one hour. Each of the faculty meetings will be held in the auditorium on the Skyland Boulevard Campus.

I will chair each of these meetings. A standing invitation will be issued to all other members of the President's Administrative staff to attend. If you have questions and issues that need to be addressed to someone other than me, please let me know at least a week in advance; I will try to ensure that the appropriate person to deal with the question or issue is present at the faculty meeting.

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Meetings of the  
Faculty of the  
Academic Services Division

October 12  
November 9  
December 14  
January 11  
February 8  
March 5  
April 12  
May 10  
June 14  
July 14  
August 9

SUGGESTION BOX  
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The suggestion box located outside the office of the Dean of Academic Services is one means of communication with the administration. If you have questions and issues that you wish addressed in this newsletter or at the monthly faculty meetings, you can get them on the agenda by placing them in the suggestion box.



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Division Chairs (continued)  
Meetings  
of the  
Division Chairs  
of the  
Academic Instructional Division

November 2  
December 7  
January 4  
February 1  
March 4  
April 5  
May 3  
July 5  
August 2

BOOKSTORE HOURS  
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The hours of operation of the college bookstore are 7:30 a.m.-1:00 p.m. and 4:00-6:00 p.m. Monday thru Thursday.

I realize that most faculty teach, or are not on campus, during many of those times. However, I have discussed this matter with Mr. Langston, our Business Manager, and think that we should attempt to accommodate this schedule if at all possible.

If it does prove impossible for you to get to the bookstore during these hours, please contact me, and I will arrange to take your order and to have it delivered to you.

Let's try this approach for a bit. If it does not work out satisfactorily, we will try something else.

PART-TIME FACULTY  
ORIENTATION  
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Once again, I have set up a schedule of orientation sessions for our part-time faculty. This week, orientation sessions have been set for 5:30 p.m. on Monday and Tuesday and on Wednesday at 7:40 p.m.

Please help me get the word out to our part-time folks about these meetings and how important they are. Thanks!

NEW HOURS  
FOR  
THE COLLEGE SCHEDULE  
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For the past decade or so, Shelton State has held classes on two days a week, e.g. Monday and Wednesday or Tuesday and Thursday. We calculated the length of these classes by assuming that during any given week, a class should meet the equivalent of five fifty-minute class periods, or two hundred and fifty minutes.

Sometime last year, the Chancellor determined that if a class period lasted longer than seventy-five minutes, the calculation for length of class had to be based on a fifty-five minute period; i.e. in classes like ours which meet only two days a week, the class must meet the equivalent of five fifty-five minute class periods, or two hundred and seventy-five minutes.

In order to satisfy this mandatory requirement, this winter quarter our class schedule will be as follows:

Monday/Wednesday & Tuesday/Thursday Classes  
8:00-10:20 a.m.  
10:25 a.m.-12:45 p.m.  
12:50 p.m.-3:10 p.m.  
5:30-7:50 p.m.  
7:55-10:15 p.m.

Monday/Wednesday/Friday Classes  
8:45-10:20 a.m.  
10:25 a.m.-12:00 noon

Classes can still be scheduled in the late afternoon as before, except that the fifty-five minute divisor must be used if the class period is seventy-five minutes or longer.

NEW FACULTY  
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Ms. Judy Materson has accepted a full-time position on our mathematics faculty. She will begin her duties in the winter quarter.